



State Historical Society of North Dakota Cultural Heritage Grant Application 2015

In 2015, the North Dakota Legislature authorized funding to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

The SHSND is obligating up to \$200,000 for the 2015 grant round, grant applications for any eligible project will be considered although funding priority will be given to organizations and property with disaster planning and preparedness projects or have been affected by a recent natural disaster.

Interested eligible organizations that have a project they wish to be considered for an award should thoroughly read the guidelines and submit an application to the SHSND. The completed application must be accepted (not postmarked) by the SHSND by 5pm on **Friday, August 14, 2015**.

The application forms are available on the SHSND website as a PDF file:

<http://history.nd.gov>

GRANT GUIDELINES

1. The following organizations are eligible to apply for Cultural Heritage Grants:
 - Organizations with officially recognized 501(c)3 non-profit status
 - Legally organized subsidiaries of city, county, or tribal government
2. The following are ineligible to apply for Cultural Heritage Grants:
 - Individuals
 - Agencies or organizations that receive significant state or federal sources
 - Foundations, friends groups or supporting associations of state or federal agencies
 - Projects that have been started or completed prior to awarding of the grant
3. Grant funds cannot be used to:
 - Establish endowments
 - Purchase collections
 - Fund-raising activities
 - New construction
 - Fund internships
 - Administer the grant
4. Qualified organizations may apply for a grant of any amount up to and including \$20,000. A dollar-for-dollar match for grant funds is required and the match can be in the form of cash or in-kind. The total project cost includes the grant funds and the cash match.

In-kind matches (donated labor, supplies, and equipment) must be used in the specific project supported by the grant funds, not for work completed prior to the applications or award of the grant.

5. Eligible organizations are limited to one grant application per grant round. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should include a description of the overall project and a detailed description of the portion of the project for which the grant is requested. Approval of one grant does not mean that future grants for a continuing project will be approved. Specific requirements for grant applications are listed in the "Grant Application Criteria" section of this form.
6. Applications for the 2015 grants must be received no later than Friday, August 14, 2015. A downloadable fillable pdf of the Application form is available on line or by request.

Three copies of the application and photos must be submitted in hard copy; electronic applications will not be accepted. Grant recipients will be notified of grant status in September 2015. A grant may be approved for all or a portion of the amount requested in the proposal. Projects to be funded under the 2015 grant cycle must be completed by April 30, 2017.

7. On-site visits may be scheduled by Society staff during the term of the project. A midpoint Progress Report will be required to be submitted by May 1, 2016. A final report identifying how the grant funds were used and describing the completed project in comparison with the grant proposal must be filed by within 30 days of completion of project or by April 30, 2017. An on-site visit will be conducted by Society staff at the completion of the project.
8. Half of the approved grant will be distributed upon award of the grant. The remainder of the grant will be paid after submission of the final report and the Society site visit.
9. Any unused funds resulting from uncompleted or unacceptable projects may be allocated by the Society to other projects that can be completed by April 30, 2017.
10. For any questions relating to the grant application, proposed projects or application process please contact:

Amy Munson	Phone: 701-328-3573
State Historical Society of North Dakota	Email: amunson@nd.gov
Grants & Contracts Officer	
612 East Boulevard Avenue	
Bismarck ND 58505	

GRANT CATEGORIES

EXHIBITS:

The exhibits category includes presentation of ideas and/or collections to interpret and provide a meaningful experience. Exhibits can be two-dimensional or three-dimensional, including structures or environments and may also include traveling exhibits.

SPECIAL PROJECTS/EVENTS:

A special project or event can include the professional development of organization's staff, festivals, lecture series, publications, etc. as well as the collaborative projects between various history related organizations and local youth groups such as the Boy Scouts, Eagle Scout projects, Girl Scouts, National History Day, National Geography Society, 4-H, community celebrations, etc. *New for 2015 oral history projects are now an eligible Special Project.*

EDUCATION:

The education category can included programs or school-related activities that present ideas or enhance an exhibit, event, or theme. Examples may include theater performances, publications, tours or electronic formats. *New for 2015 projects that incorporate the North Dakota Studies Program and local high school projects are now eligible under the Education grant category.*

COLLECTIONS:

The collections category is for activities relating to the materials owned by an organization that illustrate and interpret the mission of that institution. Materials include items such as photos, books, manuscripts, film, artifacts, archeological, biological, and geological specimens. Funded projects may include cataloging, collections care, research, computer and software purchases. *New for 2015 the scanning of photos and manuscripts are now eligible projects under the Collections grant category.*

CAPITAL IMPROVEMENTS:

The Capital Improvement category includes rehabilitation or preservation of existing structures or historical sites. Routine upkeep and maintenance are not considered capital improvements.

PAST PROJECTS

Listed are the grants awarded in the 2013-2015 biennium, for more information on any of the listed projects, please contact Amy Munson 701-328-3573 or amunson@nd.gov.

Organization	Project Name
Bagg Bonanza Farm	Bagg Bonanza Farm Elevator Installation
Billings County Historical Society	Artists of Billings County
Bismarck Parks & Recreation	Bismarck Municipal Ballpark History Walk
Cass County Historical Society/Bonanzaville	Rotating Exhibit Gallery Improvements
City of Ashley	Ashley Fire Hall Building
City of Bismarck	Belle Mehus Auditorium - replace exterior front doors
City of Sheyenne	City of Sheyenne Old School Roofing Project
Dunn County Historical Society	Disaster Preparedness Emergency Supplies
Eddy County Museum and Historical Society	City Hospital and Medical History Exhibit
Eddy County Museum and Historical Society	Collections Documentation
Ellendale Historical Society	Coleman Memorial Museum Heaters
Ellendale Historical Society	Military uniform and old time kitchen exhibits
Enderlin Historical Society and Museum	Purchase and installation of air handling and dehumidifer
Fargo Air Museum	Exhibit Preservation and Improvements
Florence Lake Township	Windows and siding replacement
Foster County Courthouse	Foster County Courthouse Floor Restoration
Friends of the Fairview Bridge	Cartwright Tunnel Slide Repair
Gorge Arts & Heritage Council	Walhalla Theatre Storefront
Grand Forks County Historical Society	Security Alarm Expansion: Lustron House
Grand Forks Historic Preservation Commission	Buildings of North Dakota, SAH Archipedia
Grand Forks Historical Society	North Property Surveillance Protection
Greater Grand Forks Community Theater	Brick by Brick: Tuckpointing the historic Fire Hall Theater
Hankinson Public Library	Renovation of the Kim Building
Lake Region Heritage Center	Museum Discovery Room
Lake Region Heritage Center	Second Floor Exhibit Development and Installation
Mandan Heritage Plaza Foundation	Interpretive Pannels and picnic area
Mercer County Historical Society	Replacement of forced air wall heaters
Mouse River Players	Production of "Plain Hearts"
Nelson County Historical Society	Stump Lake Village (fmr. Michigan, ND) Depot Preservation
North Dakota Chautauqua	Rachel Calof Play
North Dakota Museum of Art	McCanna House Upgrades and Preservation
Northeastern North Dakota Heritage Association	Book Museum and Research Library Collection Care
OPERA, Inc.	Installation of an HVAC system for the main level
OPERA, Inc.	Electrical Installation at the Ellendale Opera House
Ox Cart Trails Historical Society	Museum Security Upgrade
Pembina County Historical Society	Bathgate Depot - Window and Photo Wall

Pioneer Trails Regional Museum	LED Exhibit Lighting Project
Preservation North Dakota	Prairie Barns of North Dakota
Preservation North Dakota	Hutmacher interpretation and Building Supplies
Rural Vestige Alliance	Manfred School Restoration Project Phase II
Sims Historical Society	Sims Lutheran Church Chimney Repair
Southwestern North Dakota Museum Foundation	Interpretive Plan
Touchstones, Inc.	Restoration of the Stone Bank
Tri-County Tourism Alliance	The Women Behind the Plow
Ukrainian Cultural Institute	Film production of the "Hardship to Freedom"
Valley City Parks District	City Park Band Shell Foundation Stabilization
Walsh County Historical Museum	Basement Rehabilitation
Wells County Historical Society	Recording One Room Schools
Wimbledon Community Museum	Midland Continental Caboose Restoration Project

GENERAL APPLICATION GUIDELINES

Completed applications must be accepted (not postmarked) by State Historical Society of North Dakota no later than **Friday, August 14, 2015**.

Three (3) copies of the completed application materials, including photos, are required and all sections of the grant application are to be completed. This is a **competitive** grant. Failure to address all criteria will eliminate the application from further consideration.

Applications should contain:

- Cultural Heritage Grant Application Form (page 7)
- A Narrative that addresses the “Grant Application Criteria” (page 8 & 9)
- Photos
- Budget Worksheet (Page 10)
- Letters of Support

Photos are required for all Capital Improvement projects. Clear, good quality photos of the entire building from foundation to chimney on all four sides along with detailed photos of project area must be submitted. Photos are also encouraged to be submitted when applying under the other grant categories. This will help the grant committee to assess current conditions and the need of the project as well as provide a good “before” and “after” documentation of the project.

The **budget** must include details on each line item and needs to include all major work elements. A budget worksheet is provided to assist in formulating the budget. The line items should equal the total project cost (the grant and the match). The basis for the estimated cost of work must be explained. Copies of professional estimates need to be provided to verify budget figures. The sources of the cash match needs to be provided (city funds, personal funds, grants, etc.).

Letters of support and photos. Letters of endorsement and support as well as letters of commitment from partners, presenters, or advisors are encouraged to be included with the grant request.

Applications are to be prepared and presented in a type-written, professional manner. A downloadable fillable pdf of the Application form is available on line or by request. Please note application will not be accepted electronically, three (3) copies of the application need to be submitted to the SHSND at the address below.

Questions regarding the Cultural Heritage Grant Program may be directed to Amy Munson, State Historical Society of North Dakota (701)-328-3573.

Submit completed applications to:

Grants & Contracts Officer
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505-0830

Cultural Heritage Grant Application Form

Project Name: _____

Grant Category (see page 2 of the application to determine which category best describes your project)

Exhibits **Special Project** **Education** **Collections** **Capital Improvements**

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Fax #:** _____

E-mail Address: _____ **Federal ID#:** _____

Grant Funds Requested \$ _____

Matching Funds \$ _____

Total Project \$ _____

Certification

The applicant hereby certifies:

1. That to the best of the applicant's knowledge the information contained in this application is accurate and complete, and the application has been duly endorsed by the local governing body appropriate for the applicant.
2. That the applicant acknowledges that prior to any disbursement of grant funding a contractual agreement will be drafted and signed by the applicant and the State Historical Society of North Dakota, specifying detailed terms and conditions to include compliance with all federal, state and community licensing, permits, laws, and regulations.
3. That the applicant is officially recognized as having a non-profit status by the IRS and agrees to verify that status at the time of application or is a legally organized subsidiary of a tribal, city, or county governments.

Signature of Applicant _____ Date _____

Name and Title (printed) _____

GRANT APPLICATION CRITERIA

A maximum of 100 points will be awarded for the total of the following six sections. Please number your responses to correspond to the pertinent section being addressed.

Section 1 – Project Narrative (10 total points for this section)

1. Description of project (what is the project, and where will the project be located?)
2. What specifically will the project encompass? (include plans, drawings, maps relating to the project)
3. Has this property been affected by a natural disaster?
4. What is the projected time line for the proposed project?

Section 2 - Project's Relevance to North Dakota History (50 total points for this section)

1. How will the project create an 'experience' and/or a 'product' that will enhance the understanding and appreciation of North Dakota heritage and culture?
2. How does the proposed project integrate with existing or planned projects and activities by other local and/or regional groups? (is this a one-time event or ongoing?)
3. Describe how the project will benefit the community, region and/or state (i.e., economic, educational, other).
4. What is the project's importance to the local area and how is it tied to the heritage of North Dakota? List all people involved and their responsibilities.

Section 3 - Financial & Budget Description (20 total points for this section)

1. What is the overall cost of the proposed project?
2. List all sources and amounts of cash funding or in-kind contributions.
3. How will the grant funds be invested in the project?
4. How will local matching funds be invested in the project?
5. Are grant funds from this program critical to the project's overall funding package? Are the funds secure or pending? Please provide verification of availability of matching funds (verification of a monetary match is required prior to disbursement of funds).
6. Are these grants funds crucial for the completion of the project?
7. Indirect costs (i.e., grant administration fees cannot be paid by grant funds; however, the value can be used as a match).
8. Donated time for in-kind will be valued at \$15/per hour or as documented for professional services.

Note: A Budget Summary form of how the grant funds will be invested, and a description of the local match, and other funding is required for this section. See attached "Budget Worksheet" form on page 10.

Section 4 - Project Administration (15 total points for this section)

1. Who is the project applicant? (name of entity making grant application)
2. Who will manage the project? (name of entity, **and/or** individual responsible for overall project management)
3. Provide verification of IRS non-profit status for applicant.
4. How will short and long-term operation and maintenance costs be financed?
5. Could a portion of the project be completed if the grant award is less than the request?

Section 5 - Publicity (5 total points for this section)

Describe how the applicant will publicly recognize the North Dakota Legislature and the State Historical Society for grant funding received in your advertising/marketing plan.

